



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
HISTORICAL PRESERVATION & HERITAGE COMMISSION

Old State House 150 Benefit Street Providence, RI 02903

Telephone 401-222-2678
www.preservation.ri.gov

Fax 401-222-2968

PUBLIC RECORDS REQUEST GUIDELINES

The Rhode Island Historical Preservation & Heritage Commission (RIHPHC) adheres to the Access to Public Records Act, R.I. Gen Laws 38-2-1, *et. seq.*, and has instituted the following procedures to help you obtain public records.

1. Public Records requests may be made by mail, email, phone, or delivery/in-person. Mail requests to: Public Records Request, 150 Benefit Street, Providence, RI 02903. Email requests to sarah.zurier@preservation.ri.gov. Phone requests to 401-222-4142. Hand deliver requests to RIHPHC's reception desk (150 Benefit Street, Providence) during business hours (Monday through Friday, 9:00am to 4:00pm).
2. You are not required to provide identification or the reason you seek the information, and your right to access public records will not depend upon providing identification or reasons.
3. In order to ensure that you are provided with the public records you seek in an expeditious manner, we ask that you complete and submit the **Public Records Request Form** located at the front desk, or on our website www.preservation.ri.gov or otherwise submit your request in writing. Please provide information pertaining to your specific request, i.e. property address, type of preservation project, etc. If you do not have a reference number or the information you are seeking entails other types of information, please be as specific as possible. If you do not wish to submit a written request, you must contact the Designated Public Records Officer at (401) 222-4142.
4. Please provide the office with instructions pertaining to the method in which you would prefer to receive the information. We will make an appointment for you to inspect the records in person, provide photocopies, or provide scanned documents. There is no charge for the first hour of staff search/retrieval time; any additional time is charged at \$15.00/hour. There is a \$.15 charge per photocopy on letter/legal size paper; additional fees will apply for oversized photocopies.
5. Please be advised that the Access to Public Records Act gives a public body ten (10) business days to respond, which can be extended an additional twenty (20) business days for "good cause." We appreciate your understanding and patience.
6. RIHPHC is committed to providing you with public records in an expeditious and courteous manner.



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PUBLIC RECORDS INFORMATION REQUEST FORM

Date _____ Request # _____

Name (optional) _____

Address (optional) _____

Telephone number (optional) _____

Email address (optional) _____

Requested records _____

I prefer to (check one): ☐ pick up photocopied records ☐ receive photocopied records by mail
☐ receive scanned records by email
☐ inspect records at RIHPHC (and make copies as needed)

Office Use Only

Request taken by _____ Date _____ Time _____

Costs of research/retrieval _____ copies _____

Date of response: _____